**Appendix 6.2, General Health and Safety Rules**

***[Organization Name]*** is committed to providing a healthy and safe working environment for its employees and for other persons present at its workplaces. Therefore, working in a healthy and safe manner is a condition of employment.

1. All work-related injuries or illnesses and near-miss incidents will be reported to your supervisor or manager as soon as possible, and in no case later than the end of the work shift.
2. First aid treatment will be obtained for any injury and must be recorded.
3. All employees will comply with the Occupational Health and Safety Act and regulations and any referenced standards, ***[Organization Name]***’s Occupational Health and Safety Policy and ***[Organization Name]***’s Safety Management System (SMS).
4. All work must be carried out according to any relevant Safe Work Practices.
5. Only furnishings, tools or equipment, which is in good repair will be used, and they will only be used for their designed purpose. Guards and safety devices will not be removed or tampered with. Any furnishing, tool or equipment which has been damaged or become worn will be promptly taken out of service and tagged “out of service” until it is repaired or replaced.
6. Good housekeeping practices will be maintained daily in all work areas, including personal work areas, common areas, kitchens and bathrooms.
7. All employees will actively participate in ***[Organization Name]***’s SMS, including attendance at all orientation and training sessions.
8. Horseplay, fighting, bullying, harassment of any kind and otherwise interfering with another person’s work is strictly prohibited. Respectful, professional behaviour is expected at all times.
9. Use of tobacco, alcohol, or illegal drugs is not permitted on ***[Organization Name]***’s worksites.
10. Employees will not operate dangerous equipment, including motor vehicles, when their ability to perform this task safely is impaired for any reason (medical condition, lack of sleep, use of alcohol and/or cannabis, use of prescription or non-prescription drugs, etc.).
11. Employees are to respect the scent-free policy and are to refrain from wearing scented products.